ANEEL KUMAR

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Personal Information

Date of Birth : September 24, 1976
Marital Status: Married
Domicile : Sindh
Nationality : Pakistani
Religion : Hindu
Gender : Male
CNIC # : 43203-2155534-7

Objective

To acquire a position in progressive organization that can provide me an opportunity to face challenges and utilizes my professional skills.

Experience

March 2015 todate **(Director Finance)** **Sindh Agri University Tando jam**

- Supervise all financial accounting matters of the university and its constituent colleges.
- Submission of yearly budget of the university to Finance & Planning committee, Syndicate and Senate for approval.
- Submission of yearly budget to Higher Education Commission.
- Preparation of Final Accounts of the university and its colleges.
- Financial & Management Reporting to higher authorities of the university.
- Supervision of payment to venders, contractors and staff.
- To ensure correct deduction of taxes on staff's salaries, payment to venders, contractors and consultant etc.
- Compliance the requirements of Tax Authorities i.e. FBR & SRB and ensure their timely reporting.
- Obtain Tax Exemption Certificate from FBR and saving huge cost of taxes annually.
- Strictly observance of SPPRA rules for procurement.
- Liaison with Government Auditors and timely closure of audit reports.
- Liaison with banks.
- Implementation of ERP system of General Ledger, Human Resource and Payroll Management is in process.
- Close compliance of the accounting procedures according to the financial & accounting rules.
- Assisting the subordinates in various matters requiring guidance.

May 2012 to Feb 2015 **(Manager Grade)** **Askari Bank Limited**

- Worked as Manager Credits – Area Office

December 2011-to April 2012 **Askari Bank Limited**
Branch Manager

- Worked as Branch Manager of Tando Adam Branch

September 2011-to Nov 2011 **Askari Bank Limited**
Manager Operations

- Worked as Manager Operations of Tando Allahyar Branch

March 2011-to-August 2011 **Askari Bank Limited**
Incharge Accounts & Operations - Area Office

- To ensure that branches are following the rules & regulations of bank
- Day to day support of various operational matters to branches.
- Coordinate with branches for audit rectification & timely closure of Audit file.
- Timely submission of SBP/RO/HO returns within given time frame.
- Controlling the Operating Expenses of the branches.
- Analysis of Actual achievement of branches with Budgeted figures.
- KYC Compliance, ID approvals, Service agreements, Expenses approvals & Tax matters.

August 2010-to February 2011 **Askari Bank Limited**

Foreign Trade Officer

- Scrutiny of Export L/C & Export Documents.
- Negotiate the Export Documents.
- Preparation & Submission of Monthly SBP FEX Returns.
- Monthly Reporting to Regional & Head Office.
- Daily Reporting of Foreign Currency Transactions.
- Handling of Foreign Bills for Collection.
- Balancing of Books on monthly basis.

October 2005-to-July 2010 **Askari Bank Limited**

In charge Accounts

- Preparing Weekly, Monthly, Quarterly, Half Yearly & Annually Reports.
- Preparation & disbursement of Salary & Bonus.
- Disbursement of payment of Suppliers/Vendors.
- Preparing annual Budget (i.e. H.R ,CAPEX & OPEX Budget)
- Make month end & year end provisions.
- To ensure correctness & accuracy of daily transaction vouchers.
- Maintaining Fixed Asset Register.
- Maintain Petty Cash system.
- Timely submission of Income Tax returns & statements & ensure compliance with all tax matters.
- Interact with Internal & External Auditors in completing audits.
- Handling H.R matters of staff

Bank Operations

- Supervise various activities of General Banking Operations.
- Check / compliance with Internal Controls of various Department of the bank.

April 2005 to September 2005 **Pakistan Steel Mills Corporation**

Manager Accounts & Company Secretary

- Worked as Manager Accounts as well as Company Secretary of Pakistan Steel Fabricating Company Ltd. (subsidiary company of Pakistan Steel Mills Corporation).
- Responsible of Finance & Accounts Department.

May 2003 to March 2005 **K.S. Sulemanji Esmailji & Sons (Pvt.) Ltd.**

Assistant Manager Accounts

- Developing of Costing System & generate different reports.
- Review of all payment transaction & bank balances.
- Review & approval of monthly Bank Reconciliation Statements.
- Controlling & Review of GRN of Spares & Inventory.
- Ensuring that Stock valuation is carried out properly.
- Ensuring that all the ledgers of credit parties are properly reconciled.
- Controlling of the financial statement close process carried out on a monthly basis.

August 2001 to April 2003 **D.L & NASH (Pvt.) Ltd.**

Senior Accountant

- Preparation of Financial Statements on quarterly & annual basis.
- Controlling the overall activities of accounts department.
- Review and verification of the cheques and bank payment vouchers.
- Review the bank reconciliation statements.
- Checking of mark up charged by bank and negotiates at the time of renewal of contract.
- Review the petty cash payment voucher, journal voucher and bank receipt voucher.
- Checks and approve sales voucher, journal voucher and bank receipt voucher.
- To check that all entries are made in the appropriate account and at the correct amount.
- Verification of the accuracy of the amount and appropriateness of the accounting entry of addition & disposal of fixed asset.

ucation	**CIMA** (Mgt. Level)	**2010**	Chartered Institute of Management Accountants	
	MBA (Finance)	**2008**	Shah Abdul Latif University Khairpur	**3.62 CGPA**
	ACMA	**2003**	Institute of Cost & Mgt Accountants Of Pakistan (ICMAP)	
	B.Com	**1996**	University of Sindh Jamshoro	78.20%

Trainings

- Capacity Building of the Finance & Audit Depart of Public Sector Universities – October 11,2015 to October 14,2015
- Capacity Building of the Finance Depart of Public Sector Universities – March 31,2015 to April 03,2015
- Prudential Regulations - July 20-21, 2009
- Negotiation Skills – March 13-14,2009
- Operational controls – November 23-24 , 2007
- General Banking – January 23 – February 04,2006

IT Knowledge

- MS Office (M.S Word , MS Excel , M.S Power Point)
- Operating System (Windows 95 ,98 ,2000 ,XP)

References Would be furnished upon request